



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Clerical Specialist
(Bargaining)

PCN: 100641

DEPARTMENT/Location: Quality Support Services/Northland

P. R.: O3

REPORTS TO: Quality Control Review Supervisor

RESPONSIBILITIES: Perform specialized clerical tasks requiring high degree of accuracy and reliability such as coordination of hearing function. Conduct hearing request clearings and forward information to appropriate Center and/or case manager. Maintain control system. Control systems may document information such as customer name, case number, date of hearing, and date appeal summaries must be completed and returned. Coordinate flow of hearing information between ODJFS and/or other public agencies. Compile, crosscheck data, research and process all hearing-related documents (hearing requests, hearing schedules, decisions, compliances) submitted by the Bureau of State Hearings. Compile data to complete hearing reports and distribute reports to appropriate Centers. Establish and maintain positive working relationship with co-workers, other Agency staff, service providers and ODJFS. Communicate with Agency staff, providers and customers by telephone, fax, computer, and/or mail to coordinate customer services. Refer customers to case manager for eligibility assistance. Distribute mail and reports to unit and/or other Agency staff. Order and inventory unit supplies. Attend meetings, individual conferences, and training sessions. Participate in special projects. Provide front desk coverage and monitor the agency's activities for compliance with prescribed standards during state scheduled hearings. (i.e., Mass and non Mass).

MINIMUM QUALIFICATIONS: A high school diploma or GED is required; supplemented by one (1) year of experience in clerical or general office work; or any equivalent combination of training and experience.

STARTING SALARY: \$ 11.64 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Wednesday, June 25, 2014

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Tuesday, July 1, 2014

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Tuesday, July 8, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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